



A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF COUNCIL PROCEDURES

WHEREAS, pursuant to Section 81 of *The Municipalities Act*, a Council may pass bylaws in relation to the establishment and functions of Council and Council Committees and the procedure and conduct of Council and Council Committees;

AND WHEREAS, pursuant to Section 126 of *The Municipalities Act*, a Council may delegate its powers or duties to a Council Committee;

AND WHEREAS, the Village of Lang desires to establish rules and provisions to regulate the conduct of business in Council meetings and Council Committee meetings and to establish Council Committees;

NOW THEREFORE, the Council for the Village of Lang in the Province of Saskatchewan enacts as follows:



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PART I

INTERPRETATION

1. Short Title

This Bylaw may be cited as the Council Procedure Bylaw.

2. Purpose and Scope

- 2.1. Establish Committees and any other bodies necessary.
- **2.2.** Provide for the orderly conduct of the business of Council and any Committees established by Council.
- **2.3.** Establish rules and procedures to be used by Council and Committees and administration regarding Council and Committee meetings.
- 2.4. Should a matter arise that is not covered by the provisions of the bylaw, Robert's Rules of Order, current edition, shall govern.
- 2.5. Establish clear, transparent, consistent and accessible rules for conducting business at meetings, for Council members, administrations and the public to follow and participate in governing the municipality and for Council in establishing Council Committees.

3. **Definitions**

- **3.1.** In this bylaw:
 - 3.1.1. 'Act' means The Municipalities Act.
 - 3.1.2. 'Acting Mayor' means the Councillor elected by Council to act as the Mayor if a vacancy arises in that office.
 - 3.1.3. 'Adjourn' means to suspend proceedings to another time or place.
 - 3.1.4. 'Administration' means the Village's Administrator or an employee accountable to the Village's Administrator.

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- 3.1.5. 'Administrator' means the person appointed as the administrative head of the Village of Lang pursuant to Section 110 of *The Municipalities Act*.
- 3.1.6. 'Advisory Committee' means a Committee established with a prescribed mandate approved by resolution of Council and are expected to provide periodic reports to Council presenting advice and/or recommendations on matters under consideration.
- 3.1.7. 'Agenda deadline' means the time established in Section 14 of this Bylaw.
- 3.1.8. 'Amendment' means an alteration of a main resolution or an amendment by substituting, adding or deleting a word(s) without altering the basic intent of the resolution.
- 3.1.9. 'Business day' means a day other than a Saturday, Sunday or holiday.
- 3.1.10. 'Chair' means a person who has the authority to preside over a meeting.
- 3.1.11. 'Committee' means a Committee, Board, Authority or other body duly appointed by Council.
- 3.1.12. 'Committee of the Whole' means members present at a meeting of Council sitting in Committee.
- 3.1.13. 'Communications' includes, but is not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, newspaper/magazine article.
- 3.1.14. 'Council' means the Mayorand Councillors of the Vilalge elected pursuant to the provisions of *The Local Government Election Act*.
- 3.1.15. 'Councillor' means the Council member duly elected in the Village as a Councillor, in accordance with *The Local Government Election Act*.

- 3.1.16. 'Deputy Mayor' means the Councillor who is appointed by Council, pursuant to Section 33 of this Bylaw, to act as Mayor in the absence or incapacity of the Mayor.
- 3.1.17. 'Inquiry' means a request in writing made by a Council member at a Council meeting for information typically related to an operational matter.
- 3.1.18. 'Mayor' means the Council member duly elected in the Village as the Mayor in accordance with *The Local Government Election Act*.
- 3.1.19. 'Member' or 'members' means the Mayor, Councillor or an appointed individual to a Committee, Commission or Board of Council.
- 3.1.20. 'Member of Council' means the Mayor or a Councillor.
- 3.1.21. 'Mover' means a person who presents or proposes a motion or amendment.
- 3.1.22. 'Order of Business' means the list of items comprising the Agenda and the order in which those items appear on the Agenda.
- 3.1.23. 'Point of Order' means the raising of a question by a member, with the view of calling attention to any departure from the Procedural Bylaw or the customary proceedings in debate or in the conduct of the Council's business.
- 3.1.24. 'Point of Privilege' is the raising of a matter by a member:
 - 3.1.24.1. Which occurs while the Council is in session, where:
 - 3.1.24.1.1. The rights, privileges, decorum or dignity of the Council collectively or the rights and privileges of a member individually have been affected,
 - 3.1.24.1.2. When a member believes that another member has spoken disrespectfully toward them or the Council, or



- 3.1.24.1.3. When a member believes their comments have been misunderstood or misinterpreted by another member or members; or
- 3.1.24.1.4. When a member believes that comments made by the member outside the Council Chamber have been misinterpreted or misunderstood by the Community, the public or the news media in to clarify his or her position.
- 3.1.25. 'Point of Procedure' means a question to the Mayor or Chairperson to obtain information on a matter of procedure in order to assist a member to make an appropriate resolution, raise a point of order or understand the effect of a resolution.
- 3.1.26. 'Quorum' is, subject to Sections 98 and 119 of *The Municipalities*Act:
 - 3.1.26.1. In the case of Council, a majority of the whole Council,
 - 3.1.26.2. In the case of a Committee, a majority of the members appointed to the Committee.
- 3.1.27. 'Recess" means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted.
- 3.1.28. 'Resolution' means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- 3.1.29. 'Resolution to Receive' means a resolution which is made for the purpose of acknowledging the particular item, report or recommendation under consideration, and having the item, report or recommendation placed in the records of the Municipality for future reference, with no additional action taken at this time.

- 3.1.30. 'Special Meeting' means a meeting other than a regular scheduled meeting called pursuant to *The Municipalities Act* or the provisions of this Bylaw.
- 3.1.31. 'Unfinished Business' means business that has been raised at the same, or a previous meeting, and which has not been completed.
- 3.1.32. 'Urgent Business' means a time sensitive matter which requires Council's immediate and urgent consideration.
- 3.1.33. 'Village' means the Village of Lang.
- **3.2.** Words importing the male persons include female persons and singular references include plural reference.
- **3.3.** A reference in this Bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

4. Application

- **4.1.** This Bylaw applies to all meetings of Council and Committees.
- **4.2.** Notwithstanding Section 4(a), the following Boards and Committees may establish their own procedures:
 - 4.2.1. Board of Revision;
 - 4.2.2. Development Appeals Board; and
 - 4.2.3. Any inter-municipal Board or Committee as determined by resolution or by bylaw of Council.
- **4.3.** When any matter relating to proceedings arise which is not covered by a provision of this Bylaw, the matter shall be decided by reference to Robert's Rules of Order of Parliamentary Procedure.
- 4.4. In the event of any conflict between the provisions of this Bylaw and those contained in any of the other authorities set out above, the provision of this Bylaw shall apply.
- **4.5.** Subject to Section 4.3, any ruling of the Mayor or Chair shall prevail, subject, however, to the jurisdiction of Council or the Committee to consider any appeals of those rulings.

PART II

MEETINGS OF COUNCIL

5. First Meeting of Council

- **5.1.** The first meeting of Council following a general election shall conform to the requirements of Section 121 of the Act, as amended from time to time.
- 5.2. At the first meeting of Council:
 - 5.2.1. The Returning Officer shall provide Council with a copy of the declaration of results with respect to the election; and
 - 5.2.2. Every Council member shall take the Oath of Office pursuant to Section 94 of the Act.

6. Regular Meetings of Council and Committees

- **6.1.** All regular meetings of Council shall conform to the requirements of Section 122 of the Act, as amended from time to time.
- **6.2.** Regular meetings of the Village Council shall be held on the second Thursday of each month commencing at 7:00 pm.
- 6.3. If Council determines that an additional regular meeting(s) are required in a particular month, the date and time of the additional regular meetings(s) shall be set at the regular meeting described in Section 6.2.
- **6.4.** Notwithstanding the foregoing provisions, Village Council may, by resolution, dispense with or alter the time of a regular meeting of Council.
- 6.5. The agenda for each regularly scheduled Council meeting and all information for consideration at the regular meeting of Council shall be provided, in confidence, by way of electronic mail or facsimile to each member of Council a minimum of two (2) days prior to each regularly scheduled meeting.

7. Special Meetings of Council

- 7.1. All special meetings of Council shall conform to the requirements of Section 123 of the Act, as amended from time to time.
- 7.2. Form 1, appended hereto and forming a part of this Bylaw, shall be the form used to direct the Administrator to call a special meeting of Council.

8. Change of Meeting Date, Time or Location

8.1. Any change of meeting date, time or location shall conform to the requirements of Subsection 122(3) of the Act, as amended from time to time.

9. Methods of Giving Notice

- 9.1. Notice of regularly scheduled Council meetings is not required to be given.
- 9.2. Any Notice of a Council meeting that is required shall conform to the requirements of Section 124 of the Act, as amended from time to time.
- **9.3.** Form 2, appended hereto and forming a part of this Bylaw, shall be the form used to request the Administrator to use an alternate method of providing notice of meetings.
- **9.4.** Notice of a Council meeting is to be given to the public by posting notice of the meeting at the Municipal Office.
- **9.5.** Public Notice shall be given as set out in the Village's Public Notice Policy Bylaw No. 2020-02.

10. Meetings Though Electronic Means

- **10.1.** Any meetings to be held through electronic means shall conform to the requirements of Section 125 of the Act, as amended from time to time.
- **10.2.** Members participating in a Council meeting held by means of a communication facility are deemed to be present at the Council meeting.

11. Actions in Public

11.1. All actions of Council shall conform to the requirements of Section 119 of the Act, as amended from time to time.

12. Closed Sessions

- **12.1.** Subject to Subsection 12(b) of the Act, Council and Council Committees shall conduct all meetings in conformance with Section 120 of the Act, as amended from time to time.
- **12.2.** A resolution to move into closed session shall state, in general terms, the topic of discussion.
- **12.3.** Where Council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
 - 12.3.1. The members; and
 - 12.3.2. The Administrator and other members of Administration as the members of Council may deem appropriate.
- **12.4.** Where Council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the Administrator shall record in the minutes thereto:
 - 12.4.1. The time that the closed portion of the meeting commenced and concluded;
 - 12.4.2. The names of the parties present; and
 - 12.4.3. The legislative authority including the exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act relied upon for authority to close the meeting to the public.

13. Public Meetings

13.1. All public meetings of Council shall conform to the requirements of Section 129 of the Act, as amended from time to time.

PART III

COUNCIL MEETING POLICY AND PROCEDURE

14. Agendas

- **14.1.** The Administrator shall prepare the agenda for all regular and special meetings of Council.
- **14.2.** The agenda shall include the order of business and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business set out in Section 16.
- 14.3. The Administrator shall ensure that the Council agendas are:
 - 14.3.1. Delivered to each member and the appropriate administration; and
 - 14.3.2. Made available to the public on the Village's website, a minimum of two (2) days prior to each regularly scheduled meeting.
- 14.4. If, for any reason, the Administrator is unable to meet the deadline mentioned in Section 14.3, the Administrator shall prepare and distribute the agenda as soon as reasonably possible to allow members an opportunity to review the agenda prior to the Council meeting.
- 14.5. All administrative reports submitted for inclusion in a Council agenda must be received by the Administrator a minimum of five (5) days immediately preceding the Council meeting.

15. Urgent Business

- **15.1.** Administration may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the Administrator.
- **15.2.** In these circumstances, administration shall submit a report to the Administrator including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- **15.3.** The Administrator shall distribute any requests from administration to add a matter of urgent business to the agenda to the members as soon as the request is available.
- **15.4.** During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency.
- **15.5.** Council may only consider a matter of urgent business by a majority vote of members present.

16. Order of Business at Meetings

- **16.1.** The general order of business of every regular Council meeting shall be as follows:
 - 16.1.1. Call to order;
 - 16.1.2. Review of agenda, with additions or adjustments made as necessary;
 - 16.1.3. Declaration of any conflicts by Council members;
 - 16.1.4. Reports of administration, staff and Committees;
 - 16.1.5. Adoption of minutes;
 - 16.1.6. Delegations;
 - 16.1.7. Public hearings;



- 16.1.8. Correspondence;
- 16.1.9. Unfinished business;
- 16.1.10. New business;
- 16.1.11. Mayor and Councillors forum; and
- 16.1.12. Adjournment.
- **16.2.** The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
 - 16.2.1. Otherwise determined upon motion passed by a vote of the majority of the members present to approve the agenda and which vote shall be placed without debate; or
 - 16.2.2. The Mayor determines during the proceedings of Council that for public interest a matter be moved forward to be dealt with promptly.

17. Commencement of Council Meeting

- **17.1.** At the hour set for the meeting, or as soon as there shall be a quorum present, the Mayor, or in his absence the Deputy Mayor, shall take the Chair and call the members to order.
- 17.2. In case neither the Mayor nor the Deputy Mayor is in attendance within five (5) minutes after the hour appointed, and subject to a quorum being present, the immediately previous Deputy Mayor shall call the meeting to order and shall preside over the meeting until the arrival of the Mayor or the Deputy Mayor, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- 17.3. If a quorum is not present fifteen (15) minutes after the time appointed for the meeting, the Administrator shall record the names of the members present at the expiration of such time and announce that Council shall then stand adjourned until the next meeting, unless a Special Meeting is called in the meantime.

- **17.4.** Subject to Sections 98 and 146 of the Act, or any other statutory provision, if at any meeting the number of members is reduced to less than the number required for a quorum, Council shall stand adjourned.
- 17.5. Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a Special Meeting called for the purpose.
- **17.6.** Members are encouraged to notify the Administrator when the member is aware that he/she will be absent from any meeting of Council.

18. Quorum

18.1. Quorum of Council shall be determined in accordance with Section 98 of the Act, as amended from time to time.

19. Minutes

- 19.1. The Administrator shall record the minutes of each Council meeting without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours prior to a subsequent Council meeting.
- **19.2.** The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- **19.3.** Any member may make a motion amending the minutes to correct any mistakes.
- **19.4.** The minutes of each meeting are to be approved at the next regular meeting of the Council and signed by the presiding member and the Administrator in accordance with Section 111 of the Act, as amended from time to time.

20. Public Hearings

- **20.1.** The order of any public hearing held by the Council shall be:
 - 20.1.1. The Mayor shall declare the hearing to be open;
 - 20.1.2. Administration shall present a report as to the legislated authority for the hearing and a summary of the purpose for the hearing.
 - 20.1.3. If the hearing is required by *The Planning and Development Act,* 2007, administration may make a presentation with respect to matters, which have been considered and may advise of any recommendations.
 - 20.1.4. If the hearing is required by *The Planning and Development Act, 2007*, the applicant shall be given an opportunity to make representations on the matter under consideration.
 - 20.1.5. If the hearing is required by *The Planning and Development Act*, 2007, after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration.
 - 20.1.6. If the hearing is required by The Planning and Development Act, 2007, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people. Council may request further information from administration.
 - 20.1.7. Council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing.
 - 20.1.8. The Mayor shall declare the hearing closed.
 - 20.1.9. Council shall then consider the matter and at the conclusion of the deliberations, Council shall vote on the bylaw or resolution in accordance with the procedures contained in this Bylaw.

- **20.2.** Each presentation made at a public hearing will be allowed to be a maximum of five (5) minutes in length.
- 20.3. In the event of time constraints or presentations requiring additional research, a public hearing may be adjourned for a maximum of thirty (30) days.
- **20.4.** Any member who is not present for the entire public hearing shall abstain for voting on the matter.

21. Submissions and Correspondence for Consideration – General

- **21.1.** Any person or group that wishes to have a submission or correspondence considered by Council shall:
 - 21.1.1. Address the communication to the Council of the Village.
 - 21.1.2. Clearly set out the matter in issue and the request being made.
 - 21.1.3. For written communications, the correspondence must be printed, typewritten or legibly written and contain the mailing address of the writer or group and be signed by the writer on behalf of him/herself or the group he/she represents.
 - 21.1.4. For electronic communications, the correspondence must contain the name of the writer and both the mailing address and the electronic address of the writer.
- 21.2. Submissions and correspondence for presentation to Council must be received by the Administrator a minimum of seven (7) business days prior to each regularly scheduled Council meeting to be included on the agenda for that meeting.
- 21.3. The Administrator will include every submission and correspondence at its face value on the agenda that is received within the required timeframe prior to each regularly scheduled Council meeting. No research will be completed on any submission or correspondence until Council has reviewed it and determined if further information is required.



- **21.4.** Bound documents or studies in support of the delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.
- 21.5. Anonymous submissions will not be included by the Administrator on the agenda for a regularly scheduled Council meeting. Any anonymous submissions or correspondence received by the Administrator shall be destroyed upon receipt and will have no consideration provided by Council.
- 21.6. Only the material which has been received by the Administrator by the time set out in Section 21.2 shall be considered at the meeting for which the agenda is prepared. Council may, on a majority vote, permit additional material on the agenda provided that such additions pertain to the subject matter on the agenda.
- **21.7.** A communication received by the Administrator which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 21.8. Any submission or correspondence that is submitted to Council directly by a member of Council shall not be acknowledged by Council until the submission or correspondence is received in accordance with the requirements of Section 21.2.

22. <u>Submissions and Correspondence for Consideration Relating to</u> <u>Matters on Council Agenda</u>

22.1. A written communication pertaining to a matter appearing on a Council agenda must be received by the Administrator a minimum of seven (7) business days prior to each regularly scheduled Council meeting to be included on the Council agenda.

- **22.2.** The Administration shall place a written communication received before the deadline established in Section 22.1 on the Council agenda and the matter shall be considered by Council at its meeting.
- 22.3. If the communication regarding a subject which is on the agenda is received by the Administrator after the deadline established in Section 22.1, the Administrator shall bring the request to the attention of Council. The individual who submits the communication will be advised by the Administrator that the communication may not be considered by Council unless the majority of members vote to allow the communication within the motion to approve the agenda.

23. <u>Submissions and Correspondence to Council Relating to Matters</u> Not on Council Agenda

- **23.1.** Written communications that do not relate to a matter on a Council agenda shall be referred by the Administrator to:
 - 23.1.1. Refer the matter to Council, in the case of a request for which Council must make a decision;
 - 23.1.2. Refer the matter to administration, if the communication pertains to development matters; or
 - 23.1.3. Place on a future Council meeting agenda.
- **23.2.** A referral pursuant to Section 23.1 shall be made at the discretion of the Administrator.
- 23.3. If a communication is referred to administration, a copy of the communication and any reply shall be forwarded to members.

24. Delegations

- 24.1. Any person who wishes to make a presentation to Council must contact the Administrator a minimum of ten (10) days prior to each regularly scheduled Council meeting with a request to be placed on the agenda as a delegation. This request may be made via telephone, facsimile, postal mail, or email and must include a return telephone number in order that the Administrator is able to confirm the delegation date and time.
- **24.2.** The person who wishes to appear before Council must be the one who makes the request to speak to Council as a delegation. The request for a delegation to speak to Council may not be made by someone who will not be appearing before Council.
- **24.3.** When a request for a delegation presentation has been made, the speaker must provide the following information in writing a minimum of five (5) days prior to the meeting at which the delegation will occur:
 - 24.3.1. The name of the person who will be speaking;
 - 24.3.2. A copy of the detailed written complete speaking presentation that will be made. Speaking note outlines and vague notes will not be accepted; and
 - 24.3.3. A copy of all supporting information that will be used during the presentation.
- **24.4.** If all of the information defined in Section 24.3 is not provided to the Administrator, to the satisfaction of administration, in the time required in Section 24.3, the delegation shall be cancelled by the Administrator.
- **24.5.** Each delegation speaker will be allowed a maximum of ten (10) minutes speaking time for the presentation.
- 24.6. The Mayor shall, after the ten (10) minutes referred to in Section 24.4, inform the delegation that the time limit is complete. Only upon a verbal resolution to extend the ten (10) minute limitation adopted by the majority of members shall the ten (10) minute limit be extended.

- **24.7.** No delegation presentations will be allowed for items that have not been added to the agenda within the required time prior to the regularly scheduled meeting.
- 24.8. Delegations will be limited to speaking only once.
- 24.9. Rebuttal or cross debate with other delegations shall not be permitted.
- 24.10. Upon the completion of a presentation to Council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter debate with the delegation respecting the presentation. Once a motion has been moved, no further representation or questions or the delegation shall be permitted.
- **24.11.** A maximum of two (2) delegations shall be allowed at each regular meeting of Council scheduled in Section 16.1.6.
- **24.12.** No delegations shall be accepted by Council at any regular meeting of Council scheduled according to Section 6.3.

25. Mayor and Council Member Reports

- 25.1. Brief reports shall include the sharing of the following information:
 - 25.1.1. Events, activities or community functions attended; and
 - 25.1.2. General work of members on behalf of Council colleagues, constituents and the municipality.
- **25.2.** Reports shall be verbal or written, as determined by the individual Councillor.
- 25.3. Verbal reports shall not be recorded in the minutes of the meeting except to note the topic of the verbal report that was made and indicate the name of the member making the verbal report.



- **25.4.** Written reports shall be accepted by Council and attached to the minutes of the meeting.
- **25.5.** Verbal reports shall be no longer than five (5) minutes in length per Councillor.
- **25.6.** Written reports shall be no longer than one (1) page in length and shall be typed prior to submission.

26. Bylaws

- **26.1.** All bylaws must be adopted in accordance with the requirements of Section 103 of the Act, as amended from time to time.
- **26.2.** Proposed bylaw(s) will be circulated to members a minimum of four (4) days prior to the commencement of the meeting the bylaw(s) will be considered at.
- 26.3. When a bylaw has been given three (3) readings by Council, it:
 - 26.3.1. Becomes a municipal enactment of the Village; and
 - 26.3.2. Is effective immediately unless the bylaw or an applicable Provincial Statute provides otherwise.
- **26.4.** The Administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to Council and the bylaw shall have the same status as if Council had corrected same.
- **26.5.** After passage, every bylaw shall be signed by the Mayor and the Administrator, pursuant to Subsection 115(3) of the Act and marked with the corporate seal of the Village.

27. Recess

- 27.1. The Council may recess at any time during the meeting.
- 27.2. A motion to recess must:
 - 27.2.1. State the time of the recess;
 - 27.2.2. State the duration of the recess; and
 - 27.2.3. Be passed by a majority of the members present.
- 27.3. The Council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later that fifteen (15) minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

28. Inquiries

- **28.1.** A member may make an inquiry at any Council meeting regarding a general municipal concern.
- 28.2. Each inquiry shall:
 - 28.2.1. Be specific;
 - 28.2.2. Be brief;
 - 28.2.3. Be in the form of a question; and
 - 28.2.4. Be answerable by a brief statement.
- **28.3.** No preamble or introduction shall be permitted to explain the reason for the inquiry.
- 28.4. Inquiries shall be provided in writing to the Administrator immediately following the conclusion of the meeting with the exact wording of the inquiry to be entered in the minutes, or the matter shall be excluded from the minutes and further action by administration shall not be required.

- **28.5.** Where practical, the member may advise the Administrator the day of the meeting where the inquiry may be raised to allow administration an opportunity to investigate the matter and report the details at the meeting where the inquiry is made.
- 28.6. When the cost to respond to an inquiry, incurred by reason of:
 - 28.6.1. The time of administration which must be taken away from performance of their regular duties or overtime which must be worked;
 - 28.6.2. The need to hire additional employees; or
 - 28.6.3. The necessity of obtaining and paying for the information required to answer the inquiry,

is likely to be more than \$250 and no appropriation has been made for such expenditure in the budget, administration shall report the anticipated cost to Council before undertaking a response to the inquiry.

- 28.7. When administration has reported pursuant to Section 28.6 Council may, by a majority vote of the members present:
 - 28.7.1. Direct that administration proceed with the investigation necessary to answer the inquiry; and
 - 28.7.2. Provide for the payment of costs.
- **28.8.** An inquiry is not debatable.
- **28.9.** A member who made an inquiry may instruct administration to abandon an inquiry.

29. Inquiry Responses

29.1. Responses to inquiries shall be brief and factual, and shall not provoke debate.

- **29.2.** All inquiries from a member, unless answered sufficiently by administration at that Council meeting, shall be referred to the Administrator, and responses provided electronically to all members.
- 29.3. The Administrator shall compile a log of all inquiries and submit an updated report, excluding previously closed inquiries, to each Council meeting for review.

30. Adjournment

- **30.1.** All regularly scheduled council meetings shall stand adjourned when the Council has completed all business as listed on the order of business or upon the arrival of 10:00pm.
- **30.2.** If a member is speaking at 10:00pm, the Mayor shall wait until that person is done speaking before asking Council to consider whether it wants to extend the time of the meeting.
- 30.3. Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled Council meeting, or until a special meeting is called to attend to the unfinished items.

31. Extension of Time

- **31.1.** Notwithstanding Section 31.2, a majority of the members present may extend a regularly scheduled Council meeting beyond 10:00pm by majority vote of all members present.
- **31.2.** If Council extends its meeting pursuant to Section 31.1, the meeting shall continue until:
 - 31.2.1. The business of the meeting is completed;
 - 31.2.2. A resolution to adjourn is passed; or
 - 31.2.3. A quorum is no longer present.

PART IV CONDUCT AT COUNCIL MEETINGS

32. Mayor

- 32.1. The Mayor shall:
 - 32.1.1. Preside at all Council meetings;
 - 32.1.2. Preserve order at Council meetings;
 - 32.1.3. Enforce the rules of Council;
 - 32.1.4. Decide Points of Privilege and Points of Order; and
 - 32.1.5. Advise on Points of Procedure.
- **32.2.** The Mayor shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- 32.3. When wishing to make a motion, the Mayor shall:
 - 32.3.1. Vacate the Chair, and request that the Deputy Mayor take the Chair;
 - 32.3.2. If the Deputy Mayor is absent, the immediately previous Deputy Mayor shall take the Chair; and
 - 32.3.3. The Mayor shall remain out of the Chair until the motion has been dealt with.

33. Deputy Mayor

33.1. The Council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the members a Deputy Mayor who shall hold office for a term of one (1) calendar year or for such longer period as the Council may decide, and in any event until a successor is appointed.

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33.2. If the Mayor, for any reason, is unable to perform the duties of his or her office, the Deputy Mayor shall have all the powers of the Mayor during the inability.

34. Acting Mayor

- 34.1. Council shall, appoint a member to act as Mayor if:
 - 34.1.1. Both the Mayor and the Deputy Mayor, if one has been appointed pursuant to Section 33, are unable to perform the duties of his or her office; or
 - 34.1.2. The offices of both the Mayor and the Deputy Mayor are vacant.
- **34.2.** The member to be appointed, pursuant to Section 34.1, shall be elected by a majority of the members present.
- **34.3.** Where two (2) members have an equal number of votes, the Administrator shall:
 - 34.3.1. Write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - 34.3.2. Fold the sheets in a uniform manner so the names are concealed;
 - 34.3.3. Deposit them in a receptacle; and
 - 34.3.4. Direct a person to withdraw one (1) of the sheets.
- **34.4.** The member whose name is on the sheet withdrawn pursuant to Section 34.3.4 shall be declared elected.

35. Persons Allowed at the Table

- **35.1.** No person shall be allowed to be seated at the Council table during the sittings of the Council without permission of the Mayor or other presiding member except:
 - 35.1.1. Members;
 - 35.1.2. Administrator;
 - 35.1.3. Other members of administration as authorized or appointed by the Administrator; and
 - 35.1.4. Such persons as are permitted by the Mayor.

36. Conduct of Public

- **36.1.** All persons in the public gallery at a Council meeting shall:
 - 36.1.1. Refrain from addressing Council or a member unless permitted to do so;
 - 36.1.2. Maintain quiet and order;
 - 36.1.3. Refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - Refrain from talking on or otherwise communicating on cellular telephones;
 - 36.1.5. Refrain from making audio or video recordings of Council proceedings; and
 - 36.1.6. Ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

- **36.2.** Any persons in the public gallery who attempt the following actions at a Council meeting shall be immediately expelled from the Council meeting and the Village administration office by the Mayor or presiding officer:
 - 36.2.1. Verbal input addressed to Council during Council deliberations;
 - 36.2.2. The action of raising a hand or indicating the wish to make input into the matter of Council deliberations;
 - Presentation of notes or other written materials to Council members during Council deliberations;
 - 36.2.4. Conducting of conversation with other members in the public gallery during Council deliberations;
 - 36.2.5. Making verbal comment of any kind during Council deliberations or following the vote on a matter before Council;
 - 36.2.6. Use of any kind of electronic device for any purpose including cellular telephones, tablets or other recording device; and
 - 36.2.7. Any other action or activity that the Mayor or presiding officer considers to be inappropriate.

37. Conduct of Delegations

- **37.1.** When addressing members at a Council meeting, a delegation shall refrain from:
 - 37.1.1. Speaking disrespectfully of the federal government, the provincial government or another municipal Council, or any official representing those entities;
 - 37.1.2. Using offensive words in referring to a member, an employee of the Municipality or a member of the public;
 - 37.1.3. Reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - 37.1.4. Shouting or using an immoderate tone, profane, vulgar or offensive language.



38. Conduct of Members

- **38.1.** All members shall address the Mayor directly with their comments relating to matters under discussion.
- **38.2.** Members of Council wishing to speak at a meeting shall ensure they do not interrupt another member.
- **38.3.** If more than one member wishes to speak at a meeting at the same time, the Mayor shall indicate which member shall speak first.
- 38.4. When addressing the Mayor, a member shall refrain from:
 - 38.4.1. Speaking disrespectfully of the federal government, the provincial government or another municipal Council, or any official representing those entities;
 - 38.4.2. Using offensive words in referring to a member, an employee of the Municipality or a member of the public;
 - 38.4.3. Reflecting on a vote of Council except when moving to rescind or reconsider it,
 - 38.4.4. Reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - 38.4.5. Shouting or using an immoderate tone, profane, vulgar or offensive language.
- **38.5.** When a member is addressing the Mayor, all other members shall:
 - 38.5.1. Remain quiet and seated;
 - 38.5.2. Refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - 38.5.3. Refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- **38.6.** Members and administration shall ensure that all electronic devices remain silent and are not used or visible during the times that a meeting is in session to not interfere with the meeting.



- **38.7.** Members and administration shall refrain from the use of or introduction of props and other paraphernalia during the times that a meeting is in session to not interfere with the meeting.
- **38.8.** Any Council member who is in breach of the conduct required in this Section shall be expelled from the Council meeting and the Village administration office immediately and shall be:
 - 38.8.1. Escorted from the Village administration office to his/her vehicle or other mode of transportation; and
 - 38.8.2. Banned from entering the Village administration office for a period of fifteen (15) business days following the date of expulsion from the meeting.

39. Improper Conduct

- **39.1.** The Mayor shall implement the provisions of Subsection 119(3) of the Act in the event of improper conduct by:
 - 39.1.1. A member of the public; or
 - 39.1.2. A delegation.
- **39.2.** No person shall refuse to leave a Council meeting when requested to do so by the Mayor.
- **39.3.** Any person who refuses to leave when requested to do so may be removed by any means necessary.
- **39.4.** If a person disturbs the proceedings of Council or refuses to leave when requested to do so, the Mayor may recess the meeting until the person leaves or adjourn the meeting to another day.

- **39.5.** Any person who is expelled from the Council meeting and the Village administration office shall be:
 - 39.5.1. Escorted from the Village administration office to his/her vehicle or other mode of transportation; and
 - 39.5.2. Banned from entering the Village administration office for a period of ten (10) business days following the date of expulsion from the meeting.

40. Leaving the Meeting

40.1. Every member who leaves the Council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Administrator.

41. Point of Order

- **41.1.** When any member of Council believes that another member of Council has not followed the rules of procedure of Council, they may ask that the Mayor rule on a Point of Order.
- **41.2.** A Point of Order must be raised immediately at the time the rules of procedure are breached.
- **41.3.** The member of Council against whom the Point of Order is raised may be granted permission by the Mayor to explain.
- 41.4. A Point of Order is not subject to amendment or debate.

42. Point of Privilege

42.1. Any member of Council may make a request to the Mayor on any matter related to the rights and privileges of Council or individual Councillors and ask that the Mayor rule on a Point of Privilege.

- 42.2. The Mayor shall rule whether the matter raised is a Point of Privilege.
- **42.3.** If the matter is determined to be a Point of Privilege, the member of Council who raised the question shall be permitted to speak to the matter.
- **42.4.** If the Point of Privilege concerns a situation, circumstance or event which arose between meetings of Council, the member shall raise the matter immediately after the adoption of the minutes of the previous meeting.
- 42.5. A question of privilege is not subject to amendment or debate.

43. Point of Procedure

- 43.1. Any member may ask the Mayor for an opinion on a Point of Procedure.
- **43.2.** When a Point of Procedure is raised, the member speaking shall immediately be silent until the Mayor responds to the inquiry.
- **43.3.** After the member has asked the Point of Procedure, the Mayor shall provide an opinion on the rules of procedure bearing on the matter before Council.
- **43.4.** The Mayor may consult the Administrator or the Village Solicitor before providing an opinion on the Point of Procedure.
- 43.5. A Point of Procedure is not subject to amendment or debate.
- **43.6.** The Mayor's answer to a Point of Procedure is not a ruling, and cannot be appealed to the whole of Council.

44. Appeal

- **44.1.** Whenever a member wishes to appeal any ruling of the Mayor or a Point of Order or Point of Privilege to the whole of Council:
 - 44.1.1. The Motion of Appeal, "That the decision of the Chair be overruled" shall be made;



- 44.1.2. The member may offer a brief reason for the challenge;
- 44.1.3. The Mayor may state the reason for the decision; and
- 44.1.4. Following which the question shall be put immediately without debate.
- **44.2.** The Mayor shall be governed by the vote of the majority of the members present.
- **44.3.** A ruling of the Mayor must be appealed immediately after ruling is made or the ruling will be final.

45. Calling a Member to Order

- **45.1.** When the Mayor calls a member to order, the member shall resume his seat, but may afterwards explain his position in making the remark for which he was called to order.
- **45.2.** If a member refuses to resume his seat when called to order, the Mayor shall request the Deputy Mayor, or if the Deputy Mayor is absent or is the unruly member, the immediately previous Deputy Mayor to move a resolution to remove the unruly member either:
 - 45.2.1. For the balance of the meeting,
 - 45.2.2. Until a time which shall be stated in the motion, or
 - 45.2.3. Until the member makes an apology acceptable to Council for his unruly behavior, whichever shall be the shortest time.
- **45.3.** When the majority of Council votes in favour of the resolution, the Mayor shall direct the unruly member to leave the Council chamber, and if the member refuses to leave, direct that he be removed by any security officer present in the Council Chamber.

45.4. When Council has directed an unruly member to leave the Council Chamber, and the member so directed makes an explanation and apology adequate and satisfactory to the Council, it may, by a majority vote of the remaining members present, allow the offending member to remain in his place if he has not left or been removed, or to retake his place.

PART V MOTIONS

46. Motions - General

46.1. Motions are not required to be seconded.

47. Motions and Debate

- 47.1. A motion shall express fully and clearly the intent of the mover.
- **47.2.** Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- **47.3.** The member who moved a motion shall be the first to speak to the motion when it is under debate and shall be allowed the opportunity to speak to the motion after all other members to close the debate.
- **47.4.** Each member will be allowed a maximum of five (5) minutes speaking time, or less at the discretion of the Mayor, while a motion is under debate.
- **47.5.** Members will be limited to speaking only once on each motion under debate except to explain a material part of their speech which may have been misquoted or misunderstood.
- 47.6. Rebuttal or cross debate with other members shall not be permitted.

- **47.7.** When a motion is under debate no other motion may be made, except a motion to:
 - 47.7.1. Amend a motion;
 - 47.7.2. Refer motion to a Council Committee or administration for a report back to Council;
 - 47.7.3. Postpone a motion to a fixed date;
 - 47.7.4. Request that a motion be put to a vote;
 - 47.7.5. Extend the time for a Council meeting; or
 - 47.7.6. Adjourn the meeting.
- **47.8.** Notwithstanding any other provisions of this Bylaw, the member who moved a motion may, with the consent of Council after a motion is under debate:
 - 47.8.1. On his or her own initiative while he or she is speaking on the same; or
 - 47.8.2. When requested by another member speaking on the motion change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- **47.9.** Any motions allowed under Section 47.8 shall be considered in the order in which they were moved.

48. Motion to Amend

- 48.1. Except as provided in Section 48.12, any motion may be amended to:
 - 48.1.1. Add words within the motion;
 - 48.1.2. Delete words within the motion; or
 - 48.1.3. Change a word or words within the motion.

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- **48.2.** The amending motion must be:
 - 48.2.1. Relevant to the main motion;
 - 48.2.2. Made while the main motion is under consideration; and
 - 48.2.3. Consistent with the principle embodied in the main motion.
- 48.3. A motion to amend shall not:
 - 48.3.1. Reverse the affirmative or negative intent of the original motion; or
 - 48.3.2. Substantially change the intent of the motion.
- 48.4. An amending motion may also be amended.
- 48.5. A sub-amendment must be:
 - 48.5.1. Relevant to the original amendment;
 - 48.5.2. Made while the original amendment is under consideration; and
 - 48.5.3. Consistent with the intent of either the original amendment or the main motion.
- **48.6.** Only two (2) amendments to a motion, an amendment and a sub-amendment, are allowed at the same time. When one or both have been dealt with, a further amendment or sub-amendment may be entertained.
- **48.7.** There is no limit to the number of amendments or sub-amendments that may be proposed.
- **48.8.** An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one (1) amendment and one (1) sub-amendment before the members at one time.
- **48.9.** Any member wishing to move an amendment that is not in order at the time because there are already two (2) amendments before the members may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- **48.10.** The main motion shall not be debated until all amendments to it have been put to a vote.

- **48.11.** Amendments shall be put in the reverse order to the order in which they were moved.
- **48.12.** When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 48.13. No amendments shall be made to the following motions:
 - 48.13.1. A motion to adjourn;
 - 48.13.2. A motion to defer to a fixed date, except as to the date; and
 - 48.13.3. A motion requesting that a motion be put to a vote.

49. Dividing a Motion into Parts

- **49.1.** A member may request, or the Mayor may direct, that a motion be divided if the motion contains more than one (1) separate and complete recommendation.
- 49.2. Council shall then vote separately on each recommendation.
- 49.3. A new motion to add a further recommendation is permitted provided:
 - 49.3.1. The proposed recommendation is relevant to the original motion;
 - 49.3.2. The proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - 49.3.3. The original motion has been dealt with.

50. Motion Arising

- **50.1.** When a particular matter is before Council, a motion arising on the same matter is permitted provided:
 - 50.1.1. The proposed motion is related to and rises from the item which has just been considered;

- 50.1.2. The proposed motion does not alter in a significant way the principle embodied in the original motion; and
- 50.1.3. The proposed motion is made before the consideration of any other item of business at the meeting.

51. Request that Motion be Put to a Vote

- **51.1.** A motion requesting that a motion be put to a vote cannot be moved by a member of Council who has spoken to the original resolution.
- **51.2.** A motion requesting that a motion be put to a vote cannot be amended or debated.
- 51.3. If a motion requesting that a motion be put to a vote is passed by Council, the original motion shall immediately be put to a vote of Council without any amendment or debate.
- **51.4.** If a motion requesting that a motion be put to a vote is not passed by Council, the original question may be amended or debated.

52. Motion to Move to a Closed Session

- **52.1.** A member may make a motion that a Council meeting move to a closed session.
- **52.2.** The motion to move to a closed session must:
 - 52.2.1. Be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - 52.2.2. Include subject of the item(s) to be discussed; and
 - 52.2.3. Include the reason for the Council meeting to be held in a closed session.
- **52.3.** No bylaw or motion shall be passed during a closed session.

53. Motion Contrary to Rules

53.1. The Mayor may refuse to put to Council a motion which is, in the opinion of the Mayor, contrary to the rules and privileges of Council.

54. Motion to Postpone

- **54.1.** A motion to postpone is a subsidiary motion used to postpone consideration of a motion to a later fixed time or after a specific event has occurred.
- **54.2.** A motion to postpone can only be debated or amended with respect to the time to which it is proposed to postpone.
- **54.3.** If a majority of Council decides to postpone a motion to a fixed date, the motion cannot be considered until the fixed date.
- **54.4.** Notwithstanding Section 54.3, Council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.
- **54.5.** The only amendment allowed to a motion to postpone to a fixed date is to change the date.

55. Motion to Reconsider

- **55.1.** A motion to reconsider a motion may be made when a member wishes to ask the Council to visit a previous decision made at the same meeting.
- **55.2.** An affirmative vote cannot be reconsidered if:
 - 55.2.1. It has been partly carried out; or
 - 55.2.2. If, in the nature of a contract, the party to the contract has already been notified.
- **55.3.** The effect of a motion to reconsider, if adopted, is that debate resumes where it left off prior to the original vote.

- **55.4.** The motion can only be made by someone who voted on the prevailing side.
- **55.5.** To properly handle a motion to reconsider, a member who voted on the prevailing side is recognized by the Mayor and moves to reconsider the vote. The Mayor then restates the motion "to reconsider..." as pending and asks for debate. Once debate is over, member shall vote on the motion to reconsider.
- **55.6.** If the vote on the motion to reconsider passes, the original motion that is the subject of reconsideration is brought back to be voted on. If the motion to reconsider is lost, it is the only vote taken and business shall proceed on to the next item on the agenda.

56. Motion to Rescind

- **56.1.** A motion to rescind can be applied to any decision adopted by Council at any time it f it is during the same meeting as the decision the motion to reconsider is used. This motion differs from the motion to reconsider in that there is no time limit on making this motion and any member, regardless of how the member voted on the original question, can make it.
- 56.2. In order to rescind a motion previously adopted by a majority vote,

 Council must have received notice of the intent to present such a motion,

 either at a previous meeting or with the call of the meeting at which the

 motion to reconsider will be presented.
- **56.3.** If notice is not provided at a previous meeting, the vote required to allow a motion to rescind is:
 - 56.3.1. Two-thirds (2/3) of those Council members present and voting at the meeting; or
 - 56.3.2. A majority of the entire Council, including those who may not be present at the meeting.
- **56.4.** A motion to rescind may be introduced at a time when no other business is pending.

- 56.5. After being recognized by the Mayor, a member makes the motion to rescind. The motion must include a description or reference to the decision in question, worded as closely as possible to any notice that has already been provided.
- **56.6.** The Mayor shall restate the motion to rescind and ask for debate. During debate, any member may propose amendments however changes that are greater than the scope of notice are not in order.
- 56.7. After full debate, the vote is taken on rescinding the motion.
- **56.8.** If the original motion has been acted upon and that action cannot be undone, the motion cannot be rescinded.
- 56.9. Any unexecuted part of the original motion may be rescinded or amended.

57. Withdrawal of Motion

57.1. The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

58. Motion to Refer

- **58.1.** A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.
- **58.2.** A member making a referral motion generally should include in the motion:
 - 58.2.1. The terms on which the motion is being referred; and
 - 58.2.2. The time when the matter is to be returned.

59. Motion to Adjourn

- **59.1.** A motion to adjourn is allowed at any time during a Council meeting, except:
 - 59.1.1. When a member of Council is speaking;
 - 59.1.2. When the members of Council are voting on a motion;
 - 59.1.3. When a recorded vote is being taken;
 - 59.1.4. When it has been requested that a motion be put to a vote; or
 - 59.1.5. When Council is in the Committee of the Whole or in closed session.
- **59.2.** A motion to adjourn shall be decided without debate.

60. Legal Advice

60.1. Where a majority of the members present at a Council meeting wish to receive legal advice in private, Council may recess for a period of time sufficient to receive legal advice.

61. Voting

- **61.1.** All voting shall conform to the requirements of Section 99 of the Act, as amended from time to time.
- **61.2.** All questions are to be decided by the majority of the votes, unless the Council requires a greater percentage of votes as required by Section 110 of the Act.

62. Voting of Mayor

62.1. The Mayor shall vote with the other members on all questions.

63. Recorded and Tied Vote

- **63.1.** Prior to the vote being taken on a matter, any member of Council may request that the vote on that matter be recorded in accordance with Subsection 101(1) of the Act
- **63.2.** If there are an equal number of votes for or against a motion or bylaw, the motion or bylaw is defeated in accordance with Section 102 of the Act.
- **63.3.** Any motion defeated as a result of an equal number of votes for or against may be re-introduced for the consideration of Council at any meeting subsequent to the meeting at which it was originally defeated.

PART VI

COMMITTEES

64. Establishment of Committees

- **64.1.** Council may establish Committees for any purpose agreed upon by the majority of members.
- **64.2.** All Committees shall be established by motion of Council.
- **64.3.** All Committees shall operate within the scope and purpose set out in the Policy established with respect to that Committee.

65. <u>Term</u>

65.1. Appointments to Committees shall be reviewed annually by members at the first meeting of Council in January each year.

- 65.2. The Administrator shall advise Council of any members absent for more than two (2) meetings within a calendar year, and request that a warning correspondence be forwarded to the member. If the member misses three (3) meetings, within a calendar year, Council shall be advised to decide if the member should be removed from the Committee.
- **65.3.** Council may, in its discretion, revoke the appointment of any individual whom has been appointed to a Committee at any time such action is deemed to be necessary.

66. Committee Procedures

- **66.1.** The membership and jurisdiction of a Committee shall be as provided for in the enabling legislation or as directed by Council in a formal Policy.
- 66.2. The Mayor is an ex-officio voting member of all Committees established by Council pursuant to the Act, unless Council provides otherwise, and when in attendance, possesses all the rights, privileges, powers and duties of other members, whether elected or appointed.
- **66.3.** The Mayor's attendance shall not, however, be included for determining a quorum.
- **66.4.** The Administrator, or the individual appointed by the Administrator, shall act as Secretary for Committees of Council.
- **66.5.** Administration shall act only in an advisory capacity to Committees of Council and shall not be considered voting members or have any voting privileges in respect to participation on any Committee appointment.
- **66.6.** The Chair of all Committees established by Council shall be designated by Council, unless Council directs otherwise.
- **66.7.** All members may attend the meetings of Committees established pursuant to the Act, and observe the discussions of the appointed Committee members.



- 66.8. Each Committee shall meet as soon as possible after it has been appointed and where a Chair has not been appointed by Council, members of that Committee shall select a Chair and Vice-Chair, and if required, decide the day and time for holding its regular meetings.
- **66.9.** The Chair shall preside at every meeting, participate in the debate and shall vote on all motions.
- 66.10. In the absence of the Chair, the Vice-Chair shall preside, and in the absence of both the Chair and the Vice-Chair, one (1) of the other members of the Committee shall be elected to preside, and shall discharge the duties of the Chair during the meeting or until the arrival of the Chair or Vice-Chair.
- **66.11.** An act or proceeding of a Committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public Committee meeting.
- **66.12.** Everyone has the right to be present at Committee meetings that are conducted in public unless the Chair expels a person for improper conduct.
- **66.13.** Subject to Section 65.12, Committees shall conduct all Committee meetings in public.
- **66.14.** Committees may close all or part of the meeting if the matter to be discussed is within one (1) of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- **66.15.** In the event that a Committee meeting is closed pursuant to Section 65.14, only the appointed Committee members shall participate in the closed portion of the meeting.
- **66.16.** Notice of regularly scheduled Committee meetings is not required to be given.

- **66.17.** If a Committee changes the date, time or place of a regularly scheduled meeting, the Secretary shall give at least twenty-four (24) hours' notice of the change to:
 - 66.17.1. Any members of the Committee not present at the meeting at which the change was made; and
 - 66.17.2. The public.
- **66.18.** Notwithstanding Section 65.16, a Committee meeting may be held with less than twenty-four (24) hours' notice to all members and without notice to the public if all Committee members agree to do so, in writing, immediately before the beginning of the meeting.
- **66.19.** The consent to waive notice of a change in date, time or place of a meeting pursuant to Section 65.17 may be given in person or by facsimile, electronic mail and other similar means.
- **66.20.** If a Committee cancels its regularly scheduled meeting, the Secretary of the Committee shall give at least twenty-four (24) hours' notice of the change to:
 - 66.20.1. All members not present at the meeting at which the decision to cancel was made; and
 - 66.20.2. The public.
- **66.21.** The Administrator shall call a special meeting of a Committee whenever requested to do so, in writing, by the Chair or by a majority of the Committee members in the same manner as set out in Section 65.17.
- **66.22.** For Committees operating without regularly scheduled meeting, it shall be the duty of the Chair, or in the Chair's absence, the Administrator to call a meeting of the Committee whenever requested in writing to do so by a majority of the Committee.
- **66.23.** The business of Committees shall be conducted in accordance with the rules governing the procedure of Council or as otherwise established by Council for the Committee or established by the Committee.



- **66.24.** When a person, or a group of persons, wishes to bring any matter to the attention of a Committee or appear as a delegation, a communication shall be addressed to the Administrator and will be subject to the requirements set out in Section 21 to Section 24 of this Bylaw.
- **66.25.** Upon receipt of such communication, the Administrator shall place the communication on the agenda of the next meeting of the Committee for its consideration.
- **66.26.** All submissions to Committees must be received by the Administrator within the established deadlines set out in Section 21 to Section 24 of this Bylaw.
- 66.27. Reporting to Committees shall be provided through the Administrator.
- **66.28.** Any notice respecting a Committee meeting is deemed to have been given to a member if the notice is:
 - 66.28.1. Delivered personally;
 - 66.28.2. Left at the usual place of business or residence of the member; or
 - 66.28.3. At the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- **66.29.** Notice to the public of a Committee meeting as required by Sections 65.16 to 65.19 is sufficient if the notice is posted at the Village administration office.
- **66.30.** Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the Committee or at a special meeting called for that purpose.
- 66.31. The Administrator shall record the minutes, without note or comment.
- **66.32.** The minutes of the Committee shall be distributed to each member at least twenty-four (24) hours' before the next Committee meeting for consideration.



- 66.33. After the minutes have received approval of a majority of the members present, they shall be signed by the presiding member and Administrator. Once signed, the original minutes shall be forwarded to the Administrator for presentation to Council and for safekeeping.
- 66.34. All minutes, once approved, shall be open for inspection by the public.
- **66.35.** No member shall release or otherwise make public any information considered at a closed meeting, including discussion of the content of such a meeting with persons other than with members of Council or with civic staff who are privy to that information:
 - 66.35.1. Unless authorized by Council; or
 - 66.35.2. Until the matter is included on a public agenda of Council.
- **66.36.** Every Committee shall report to Council, and no action of any Committee shall be binding on the Municipality unless:
 - 66.36.1. Power to take such action is expressly conferred on the Committee by legislation, bylaw or resolution of Council; or
 - 66.36.2. Council has considered the report of the Committee and if adopted, shall become the resolve of Council.
- **66.37.** The conduct of delegations or the public at Committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in Section 37 of this Bylaw.
- **66.38.** The conduct of members shall be subject to the requirements as set out in Section 38 of this Bylaw.
- **66.39.** The Chair may request any individual to be expelled from a meeting, in accordance with the guidelines as set out in Section 39 of this Bylaw.

PART VII

MISCELLANEOUS

67. Suspension of Rules

- 67.1. The procedural rules set out in this Bylaw may be set aside or suspended:
 - If all members are in attendance and agree when such a 67.1.1. situation arises; or
 - 67.1.2. In the event of an emergency situation caused by a natural disaster or human error.

68. Repeal Bylaw

Bylaw No. 2016-01, adopted on January 14, 2016, is hereby repealed.

69. Effective Date

69.1. This Bylaw becomes effective on date of its adoption by the Council of the Village of Lang.



Michele Cuise Pretchler

Administrator

Mayo

Certified a true copy of Bylaw No. 2020-01 adopted by the Council of the Village of Lang on the 15th day of January, 2020.

Sichele Cruise Pretchler Administrator

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Council Procedure Bylaw

1900

VILLAGE OF LANG

BYLAW NO. 2020-01

Form 1 – Request for a Special Meeting

e:	
Admi	inistrator, Village of Lang
and to section 1	23 of <i>The Municipalities Act</i> , I / we hereby request you to call a special meeting of lage of Lang to discuss the following matter(s):
eeting Details:	Location:
	Date:
	Time:
ated this day	y of, 20
IGNED:	
varrie.	
Office Use Only	
☐ Member	rs provided notice pursuant to Subsection 123 of the Act
□ Notice r	not provided pursuant to Subsection 123 of the Act



Form 2 – Request for Method of Providing Notice

Date:		
To:		
	Administrator, Village of	Lang
From:		
	(Name of Council memb	
Pursua meetin	nt to clause 124(1)(c) of <i>The Munic</i> gs be provided to me by the alterr	ripalities Act, I hereby request notice of Council or Committee nate means:
	By regular mail	
	(Address)	
	By telephone or voice mail	
		(Telephone number)
	By facsimile	
		(Fax number)
	By email	
		(Email address)
(Check	one of the above)	
This required writing.	uest remains in force until the end	of my current term of office unless sooner revoked by me in
Dated t	nis day of	, 20
(Signatu	re of Member)	